



REORGANIZATION DECISION MEMORANDUM

*The decision memorandum must be completed, signed by the Assistant Administrator/ Regional Administrator, submitted to Troy Boxtton, Office of Human Resources, Policy, Planning and Training Division and the designated HR Shared Service Center Representative via **email and hardcopy** for review. If there are questions regarding this form, please refer to the agency's reorganization website for additional information at: <http://intranet.epa.gov/ohr/programs/reorg/steps.htm>*

NOTE: *Signing of this memorandum prior to stakeholder reviews does not confirm that the AA/RA agrees to any comments received pending final stakeholder comments.*

MEMORANDUM

DATE: April 26, 2018

SUBJECT: Region 1, Office of Regional Administrator: Proposal to Reorganize Office of Public Affairs and Establish the Public Affairs Section - REORGANIZATION DECISION MEMORANDUM

FROM: Arthur Johnson, Acting Assistant Regional Administrator

TO: Alexandra Dapolito Dunn, Regional Administrator

NEED

The attached organizational charts (TAB D) reflects the proposed reorganization structure for the Office of Regional Administrator's - Office of Public Affairs. This reorganization will be effective once an agreement has been reached by the Shared Service Center, the Office of Human Resources, Program Management and Communications- HQ, and the Region.

Basis and Benefit from Reorganization: EPA New England's decision to reorganize stems from a number of factors including shifts in personnel and an increasing need to better align and support our public affairs programs to effectively manage the Region's communication and outreach programs. The Region's leadership team relies on the Office of Public Affairs to help strategize and navigate a myriad of communications that are often highly complex and sometimes politically sensitive in nature. This alignment provides greater opportunity to strengthen our capacity to respond to higher volume of stakeholder inquiries, and ensure we continue to inform the public and our stakeholders about EPA's programs, policies and actions. Lastly, this reorganization also provides greater support to the staff within our public affairs programs, and enables us to execute succession plans within the Region, and will provide more opportunity to develop our next generation of leaders.

PROPOSAL

Proposed Changes: The Office of Regional Administrator proposes to establish a Public Affairs Section, which reports to the Director of the Office of Public Affairs.

Analysis of Impact on Personnel and Budget: This reorganization proposal will result in the following supervisory changes: the creation of one Section Chief GS-14 Position. No staff level positions are directly affected.

While this reorganization creates a new supervisory position, our past two reorganizations have eliminated two GS-15 supervisory positions, so the net impact to our supervisory count is not affected. EPA New England is mindful of the need to minimize costs associated with reorganization, while ensuring that continuity of operations remain at a high level.

REVIEW AND ANALYSIS


Key Discussions and Reviews to Date: Discussion of the proposed changes has occurred among EPA New England's Senior Leadership, the affected Director of the Office of Public Affairs and the Human Resources Office. Our local union, AFGE, was formally notified of our intention to reorganize and management conducted an employee briefing for affected staff on January 2, 2018 to gain an overview on the proposed reorganization and provide answers to any questions.

Requested Action: The attached Reorganization Proposal (Tab A), and need your signature to move forward for Headquarters review and approval. Should you have any questions, please feel free to contact me at 617-918-8301.

RECOMMENDATION

I have received notice from the Office of Administration and Resources Management's Office of Human Resources that all comments have been satisfactorily resolved and the proposal is ready for approval.

Approved: .


Alexandra Dapolito Dunn
Regional Administrator

Date:

4/26/18

Attachment:

- Tab A:** Reorganization Proposal Form
- Tab B:** Staffing Plan Crosswalk
- Tab C:** Current and Proposed Functional Statements
- Tab D:** Current and Proposed Organization Charts
- Tab E:** Organizational Code Change Request Form



REORGANIZATION PROPOSAL

The Reorganization Proposal form must be completed, signed by your Assistant Administrator/Regional Administrator, and submitted to Troy Boston, OARM, Office of Human Resources, Policy, Planning and Training Division and to your designated HR Shared Service Center Representative via email for review. Please complete this form in its entirety and submit with all required documents and approvals; forms are available at <http://intranet.epa.gov/ohr/programs/reorg/start.htm>. If you have any questions regarding completion of this form, please see page 2 for Troy's contact information.

A. CONCISE STATEMENT OF CHANGE

1. Provide an executive summary that succinctly explains the proposed change(s) (one paragraph or less). Region 1's public affairs programs are vital to our mission. It is essential that our public affairs programs are aligned to effectively manage the Region's communication and outreach programs, so that our diverse stakeholders and the public are informed about EPA's programs, policies, and actions. Region 1's Leadership team relies on the Office of Public Affairs to help strategize and navigate a myriad of communications that are often highly complex and sometimes politically sensitive in nature. In its current state, the Office of Public Affairs has 13 employees and 2 Team Leads, which all report to the Director of Public Affairs. To ensure we continue to meet the needs of Region 1, and strengthen our capacity to respond to a higher volume of stakeholder inquiries, Region 1 proposes to reorganize the Office of Public Affairs by adding a Supervisory Public Affairs Specialist, GS-14 to provide direct oversight of staff and work assignment of the Public Affairs Section. The Director of Public Affairs will focus on the development of long-term strategic communication and outreach efforts for Region 1, along with leading regional strategies to amplify national messaging.
2. Describe the title(s) of the unit(s) affected. Office of Public Affairs
3. Explain the change purpose (e.g., whether the change is due to a new legislative authority, new program authority or shifts in program emphasis). Strengthen the Region's capacity to manage a higher volume and complexity of communications and outreach efforts. Increase management support of employees, with the addition of 1 GS-14 Supervisory Public Affairs Specialist, to oversee work assignments, personnel and management activities for the Public Affairs Section (new).
4. Discuss the progress to date based on communications with level approvers and discussions with stakeholders, unions, SSCs, etc. Discussions with Region 1 management, union, and affected staff have been completed.
5. Describe the benefits of this change(s) to the agency (e.g., increased accountability, enhanced communication and coordination, improved efficiency). Increase accountability and effective management of public affairs programs and staff. Improve coordination and gain efficiencies to respond to a higher volume of media relations, and inquiries.
6. Is there an impact between AA/RA offices, between offices within an AA office or between Regional divisions? No impact anticipated between the Regions or AA offices.

B. ANALYSIS OF IMPACT ON PERSONNEL



REORGANIZATION PROPOSAL

1. Will there be an impact on the supervisor-to-staff ratio at the AAship/RAship level? (Contact your HRO/PMO for the current ratio). ☒ No ☐ Yes

If yes, please explain and include your present AAship/RAship supervisor-to-staff ratio _____ and the proposed AAship/RAship supervisor-to-staff ratio _____.

2. Will this proposed reorganization: (a) Eliminate positions; (b) Cause a reduction in force; (c) Change how positions are graded; (d) Add new functional units; or (e) Support a VERA/VSIP? ☐ No ☒ Yes

If yes, please explain.

The proposed reorganization will not eliminate positions, will not change how positions are graded, nor will it cause a reduction in force. The proposed reorganization will create a new Supervisory GS-14 position to manage the staff and programs of the Public Affairs Section.

3. Will there be an impact on the diversity of the organization? ☒ No ☐ Yes

If yes, please explain.

C. ADMINISTRATIVE ISSUES (Failure to address all administrative issues may result in a delay in the implementation of the reorganization.)

1. Will there be any physical moves of staff? ☒ No ☐ Yes

If yes, please explain.

2. Will new space be required? ☒ No ☐ Yes

If so, have all technical (computer, telecommunications, etc.) needs been assessed?

3. Will the reorganization require new information systems/technologies, or significant changes to existing ones, and (if so) has it been acquired? ☒ No ☐ Yes

If yes, please explain.

4. Will there be any budgetary impacts? **If yes, please explain in detail.** ☒ No ☐ Yes

Region 1 does not anticipate any budgetary impacts, as we are eliminating 1 GS-14 Supervisory position in another division, no effect on supervisory count or grade.

D. EPA DIRECTIVES

1. Will any Delegations of Authority, Orders or Manuals be affected? ☒ No ☐ Yes

If yes, please explain and attach the directive affected.

E. ATTACHMENTS (Use the forms provided)

1. Staffing Plan Crosswalk (Use Staffing Plan Template). Contact your servicing HR SSC for information (Do not include social security numbers).

2. Current Organizational Chart.

3. Proposed Organizational Chart (Must include all organization levels).

4. Current Functional Statement.

5. Proposed Functional Statement (Must include all reporting levels).

Assistant Administrator/Regional Administrator Approval



REORGANIZATION PROPOSAL

Name: Alexandra Dapolito Dunn

Title: Regional Administrator

Signature:

Deborah A. Lanza for ADD

Date:

4/26/18

Human Resources Office/Program Management Office Reviewed

Name: Katherine Shanahan

Title: Human Resources Officer

Signature:

Katherine Shanahan

Date:

04-26-2018

Human Resources Shared Service Center Approval (Certifies Receipt of this Package)

Name:

Title:

Signature:

Date:

Contact Information:

Troy Boxton, Management Analyst
Office of Administration and Resources Management
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Policy, Planning and Training Division
Workforce Planning Branch
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boxton.troy@epa.gov

STAFFING PLAN CROSSWALK FORM

ORGANIZATION NAME: Region 1, Office of Regional Administrator

NOTE(s): All eight columns must be completed by the program office. See instruction tab for detailed procedures on crosswalk completion. Please briefly explain proposed changes in the notes column, including the use of any standard position descriptions.

PROPOSED: Regional Administrators Office Region 1, Immediate Office: Q000000 (SAME ORG TITLE AND ORG CODE)

(A) Current Org Code	(B) Current Acronym	(C) Name	(D) Current Position Title/Series/Grade	(E) Proposed Position Title/Series/Grade (If Changed)	(F) Empl ID	(G) Realign (L)/Reassign (R)/No Change (NC)	(H) Notes
Q0000000	ORA	LINDSAY, JANE F.	ADMINISTRATIVE SPECIALIST, GS-0301-11		2333429	NC	
Q0B00000	PAS	MARCHANT, LISA M.	MANAGEMENT ANALYST, GS-0343-12		1483	L	
Q0000000	ORA	MAXFIELD, ROBERT E.	PHYSICAL SCIENTIST, GS- 1301-15		8254	NC	
Q0000000	ORA	ROSNER, SHERYL K.	ATTORNEY-ADVISER, GS- 0905-14		4819	NC	
Q0000000	ORA	ST FLEUR, MARILYN MCCORN	SPECIAL ASSISTANT, GS- 0301-13		26949	NC	Special Assistant position is a Temporary Promotion Position
Q0000000	ORA	DUNN, ALEXANDRA D.	REGIONAL ADMINISTRATOR		2335525	NC	
Q0000000	ORA	SZARO, DEBORAH A.	DEPUTY REGIONAL ADMINISTRATOR, ES-0340		1330	NC	

PROPOSED: Office of Public Affairs - Q0B0000 (SAME ORG TITLE AND ORG CODE)

(A) Current Org Code	(B) Current Acronym	(C) Name	(D) Current Position Title/Series/Grade	(E) Proposed Position Title/Series/Grade (If Changed)	(F) Empl ID	(G) Realign (L)/Reassign (R)/No Change (NC)	(H) Notes
Q0B00000	OPA	GUTRO, DOUGLAS S.	SUPV PUBLIC AFFAIRS SPECIALIST, GS-1035-15		1259	NC	

PROPOSED: Public Affairs Section - Q0BA0000 (NEW ORG TITLE AND ORG CODE)

(A) Current Org Code	(B) Current Acronym	(C) Name	(D) Current Position Title/Series/Grade	(E) Proposed Position Title/Series/Grade (If Changed)	(F) Empl ID	(G) Realign (L)/Reassign (R)/No Change (NC)	(H) Notes
Q0B00000	PAS	Vacant		Supervisory Public Affairs Specialist, GS- 1035-14			New Supervisory Position; Recruitment
Q0B00000	PAS	MURPHY, JAMES J.	LEAD PUBLIC AFFAIRS SPECIALIST, GS-1035-14		3636	L	
Q0B00000	PAS	DEEGAN, DAVID L.	PUBLIC AFFAIRS SPECIALIST, GS-1035-14		17359	L	
Q0B00000	PAS	BENDER, EMILY Z	PUBLIC AFFAIRS SPEC (INTERNAL COMM), GS- 1035-13		30579	L	
Q0B00000	PAS	CONROY, KRISTEN D.	PUBLIC AFFAIRS SPECIALIST, GS-1035-13		1226	L	
Q0B00000	PAS	MILLER, AMY R.	PUBLIC AFFAIRS SPECIALIST, GS-1035-13		4008	L	
Q0B00000	PAS	NAGLE, KATHLEEN M.	PUBLIC AFFAIRS SPECIALIST, GS-1035-13		1377	L	
Q0B00000	PAS	WHITE, SARAH P.	PUBLIC AFFAIRS SPECIALIST, GS-1035-13		1766	L	

Q0B00000	PAS	WINTROB, PAUL	ENVIRONMENTAL PROTECTION SPECIALIST, GS-0028-13		2247	L	
Q0B00000	PAS	MELANSON, KATHRYN R	PUBLIC AFFAIRS SPECIALIST, GS-1035-12		28168	L	
Q0B00000	PAS	O'NEIL DUMVILLE, KELSEY A.	PUBLIC AFFAIRS SPECIALIST, GS-1035-12		27549	L	
Q0B00000	PAS	ST FLEUR, MARILYN MCCORN	PUBLIC AFFAIRS SPECIALIST, GS-1035-12		26949	L	On Temp. Promotion NTE 1 year. Special Assistant in Org Code: Q0000000
Q0B00000	PAS	WILLIAMS, WANDA I	CORRESPONDENCE CONTROL ANALYST, GS- 0301-11		3783	L	
Q0B00000	PAS	PURNELL, ZANETTA M.	PUBLIC AFFAIRS SPECIALIST, GS-1035-05		27606	L	



CURRENT FUNCTIONAL STATEMENT

Please enter information directly into this template using Times New Roman, 12 pt. Font

DIVISION: Office of the Regional Administrator

OFFICE: *Office of Public Affairs*

HEADQUARTERS OR REGIONAL OFFICE: *Region 1*

ORGANIZATION HEAD: *Director Public Affairs*

REPORTS TO: Deputy Regional Administrator

FUNCTIONS:

The *Office of Public Affairs* performs the following functions:

THE OFFICE OF PUBLIC AFFAIRS, under the supervision of the Director, provides oversight of all communications and outreach both within and outside the regional office.

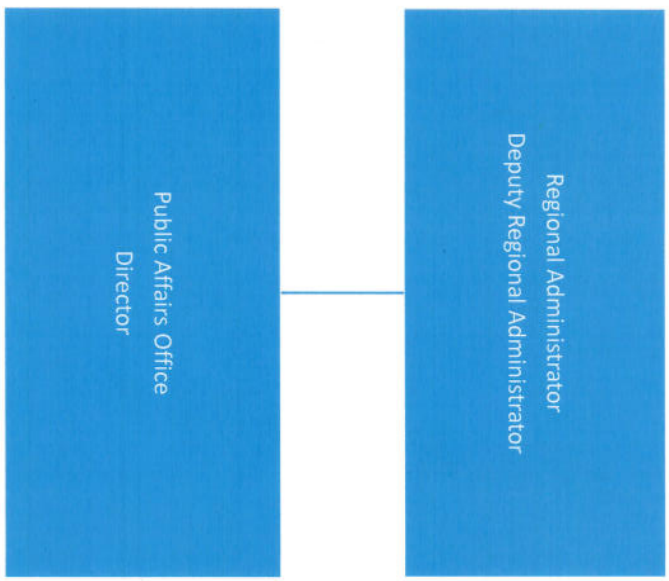
The Office focuses on creating and implementing communication strategies and outreach activities to communicate Agency and regional policy initiatives. It represents the Regional Administrator in relations with electronic and print media; prepares press releases, fact sheets, regional publications, press briefing documents, policy statements and supporting materials.

The Office promotes a good working relationship between the regional office and key elected officials; serves as the Regional Administrator's principal advisor on congressional relations; acts as an advocate within EPA for the problems and interests of state and local government and advises the Regional Administrator and appropriate headquarters staff offices of significant intergovernmental issues.

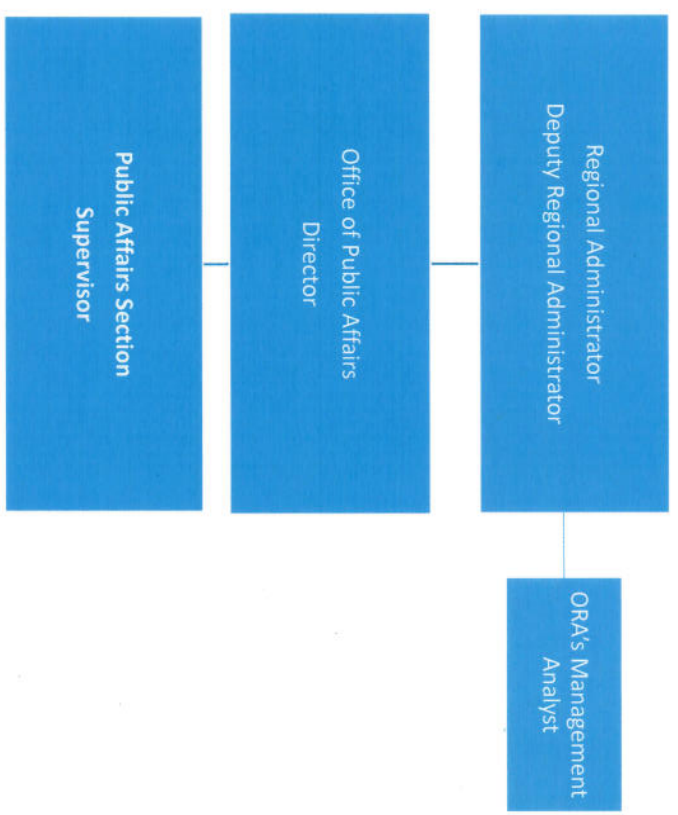
The Office directs the Regional Administrator's schedule. All operations which serve to develop and support the Regional Administrator's trips, events and logistics are managed in this office. All communications from the Office of the Regional Administrator are coordinated through the Office of Public Affairs to ensure that the regional office speaks with one voice to its customers and stakeholders. The Office also carries out environmental education programs, special events and awards programs and coordinates the Speakers Bureau.

The Office coordinates communications issued from the Office of the Regional Administrator, including those from the NEPA, as well as from the Office of Civil Rights and Urban Affairs and

EPA, Region 1
Office of Regional Administrator
Current Organization – Public Affairs Office



EPA, Region 1
Office of Regional Administrator
Proposed Organization – Public Affairs Office



EPA ORGANIZATION CODE CHANGE REQUEST FORM

(11/2015 Edition)

Proposed Effective Date: TBD

REGION/AASHP: Region 1

Instructions: Please complete the Organization code change form and forward it as part of the final reorganization package (without the examples). All requested changes will be reviewed by the agency's reorganization team for conformity with system code change procedures. Failure to provide this information may delay processing of this request. There must be **one line** for each Type of Change. Deleted organizations will be inactivated and the Current Organization Name and Organization Code needs to be provided. New organizations start at Type of Change with "New Organization" and fill in the rest to the right. Please provide the City and State, "Duty Location" of the new organization. When Renaming organizations, if it changes in the organizational level then that organization can not be changed. It needs to be listed as a Delete and a New Organization created with the new name. Renamings stay at the same level in the organization heirarchy.

CURRENT ORGANIZATION NAME ¹	CURRENT ORG CODE ²	TYPE OF CHANGE (click on the cell drop down for change type)	NEW ORGANIZATION NAME ¹	NEW ORG CODE ² (optional)	New Org CITY	New Org STATE
EXAMPLE: Information Technology Division	36030000 HCD00000	Delete Organization				
EXAMPLE: Information Technology Division	36030000 HCD00000	Rename Organization	OHR Technology Division	36030000 HCD00000		
EXAMPLE:		New Organization	Technology Branch	36031000 HCDA0000	Washington	DC
		New Org	Public Affairs Section	Q0BA0000	BOSTON	MA
NOTE:						
1 Organization Name is a 37 characters field. If the new description is longer than that it will be abbreviated.						
2 Organization Code is a 8 character field in Alpha/Numeric format.						
RED - Delete Org, BLUE - Rename Org, GREEN - New Org						